



OKLAHOMA
Commerce

Weatherization Assistance Program
(Department of Energy)

REQUEST FOR WEATHERIZATION PROGRAM SERVICE PROVIDERS
March 2023

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REQUEST FOR APPLICATION

Weatherization Assistance Program Service Providers

1. INTRODUCTION & STATEMENT OF PURPOSE

The Oklahoma Department of Commerce (ODOC) has been responsible for a portion of the administering the Department of Human Services Low Income Home Energy Assistance Program (DHS/LIHEAP) for several years. ODOC currently contracts with six non-profit service providers to serve Oklahoma counties' low-income eligible families with weatherization services in residential single-family units and mobile homes. All qualified service providers and their service areas are illustrated on this [map](#).

All weatherization work and services provided to eligible households must be completed in accordance with DOE WAP regulations and as prescribed in the

1. [ODOC Weatherization Operations Manual, Requirement 50](#),
 2. [Policies and Procedures for Energy Audits](#),
 3. [Oklahoma Weatherization Field Guide](#),
 4. [All ODOC Weatherization Program Notices¹](#), and the
 5. [ODOC's DOE Drafted State Plan for PY2023](#).
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2. DEFINITIONS

Applicant – The term applicant will be used to describe the entity that applies to this RFA in OKGrants, who desires to enter into a contractual agreement with ODOC. The term applicant will be used interchangeably service provider and agency.

BPI – The Building Performance Institute is the certification and standard setting organization for home performance professionals. All WAP workers that work inside a client home (Energy Auditors, Retrofit Installers, Crew Leaders, and Quality Control Inspectors) must be trained or supervised by someone who has been trained according to BPI standards, although only Quality Control Inspectors are required to have a BPI certification at this time.

ODOC – the Oklahoma Department of Commerce. ODOC is the State Grantee for DOE WAP funding from the US Department of Energy and DHS LIHEAP WX.

ODOC's Weatherization Operations Manual – ODOC's Weatherization Operations Manual is a set of mutually agreed upon programmatic implementation procedures established between ODOC and service providers that the Energy Project Specialist and Energy Efficiency Quality Assurance Specialist will be required to use when monitoring CAAs for compliance with ODOC policies. It is also the manual that trainers must reference and cite and ensure compliance with when teaching Oklahoma specific policies and procedures. The most current

¹ When they apply to DHS LIHEAP Weatherization
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manual can be accessed here: <https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>.

Oklahoma Weatherization Field Guide – The field guide that service providers are required to use. Previously, there had been one for Single Family Units and one for Mobile Homes. The most recent DOE approved Field Guide has combined all SWS standards for both Single Family and Mobile Homes into a single manual. This guide aligns Standard Work Specifications with DOE allowable measures and ODOC policies. The most current field guide can always be found on our ODOC website [here](#).

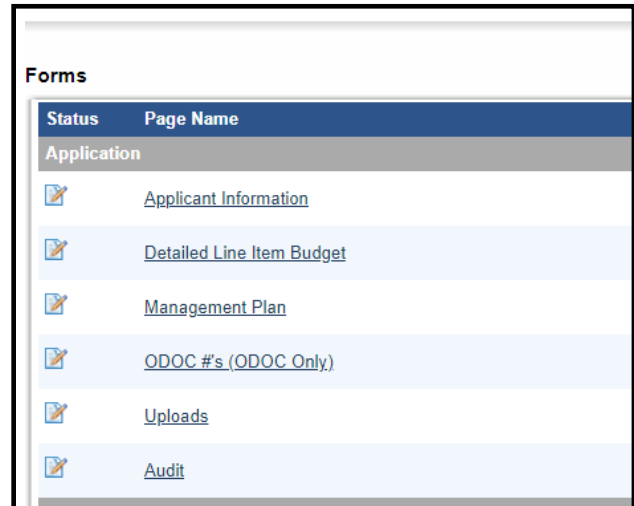
OKGrants – OKGrants is ODOC's Grant Management System (GMS) for reporting, payment, and monitoring.

Service Providers – Service Providers or Authorized Regional Weatherization Service Providers are public or non-profit entities. Currently, all service providers in Oklahoma are Subgrantees that were created under the 1964 Economic Opportunity Act. CAAs are designated recipients of Community Service Block Grant funding.

DHS LIHEAP Program Year – The Low-Income Home Energy Assistance Program, funded by the Oklahoma Department of Human Services runs April 1 – March 31.

2. APPLICATION INSTRUCTIONS

Use the instructions below to complete the ODOC Application Menu Forms.

1. Applicant Information

1.1. Complete all required fields.

2. Detailed Line-Item Budget

2.1. Find the PY23 Program Allocation listed in the agency's Award Letter

CAPTION 1

PY'23 Year to Date Total Award

Admin Amount	\$
Program Outreach	\$
Training and Technical Assistance	\$
Remaining Amount (for Program Operations, Audit, Insurance, and Health & Safety)	\$
Total Award	\$

2.3 Use the Total Program Allocation amount to determine the following Cost Categories (see Sections 2.5 – 2.10 below) and complete the Present Budget column in OKGrants.

2.4 NOTE - A brief description of allowable costs for each Cost Category is listed below, but it is not an exhaustive list of all possible allowable costs. Please contact the agency's area Energy Programs Specialist or Energy Programs Planner with questions about where to budget a specific expense that is not listed or to determine if the cost is allowable. Most of the information listed below for each Cost Category can be found in [DOE Weatherization Program Notice \(WPN\) 22-1](#).

AVERAGE COST PER UNIT

It is **CRITICAL** to note that all Program Operation expenses listed below are **ONLY** allowable up to the threshold of the PY23 Average Cost Per Unit (ACPU). DHS has approved an ACPU of \$9,500 for DHS 2023. In other words, for any Program Operation expense, if there is not enough production to keep the ACPU below the agency's allowable threshold, there will be monitoring findings and disallowed costs. An allowable expense becomes disallowed if it results in the ACPU being exceeded without ODOC written approval. Please see Weatherization Operations Manual Requirement 33 for further policy regarding the ACPU.

It is possible to request ODOC approval to exceed the ACPU. This request must be sent to the Energy Project Specialist by the end of the third quarter (December 30) with the following information:

- What the current ACPU is;
- What the projected ACPU will be if the agency completes the approved Management Plan;
- How the agency will need to adjust their management plan and/or budget/award amount to meet the ACPU;
- What new ACPU threshold the agency is requesting; and
- Why the agency believes the higher ACPU is needed (what factors resulted in a higher-than-expected ACPU?).

A high ACPU approved on a monthly expenditure report in OKGrants is NOT an approval to have a high ACPU for the program year. ODOC will allow an agency to exceed the ACPU in a given month, provided the agency is on track to meet its Management Plan and has a consistent spending rate. The ACPU is an average, so one or two months is not a cause for concern. However, three months or more of a high ACPU may result in ODOC taking further action (see Contract Part II of final executed contract).

Expenditure reports submitted in the 4th quarter (after January 1) will be rejected for a high ACPU.

2.3 INSURANCE (excluded from ACPU) All Grantees and Subgrantees must be covered by liability insurance. Liability insurance refers to the general contractor, or other policies that provide protection in case of personal injury or property damage resulting from the weatherization services. Liability insurance can be charged to the liability category in the budget, which was created to ensure that such costs would not have to be charged to the administrative cost category.

2.3.1 Liability and other types of agency insurance may be budgeted here, if it is cost allocated as per the agency's cost allocation plan.

2.3.2 Liability insurance policies generally do not provide for many health and safety measures, especially lead in the form of lead-based paint and other hazardous conditions that might be caused or exacerbated by weatherization activities. Grantees and/or Subgrantees may purchase Pollution Occurrence Insurance (POI) as a part of, or an addendum to, general liability insurance and the costs may be included in the liability insurance category. The policy cannot exclude lead if DOE funds are used to purchase the policy. If applicants do not obtain POI coverage and damage occurs or there is disturbance to any other environmental pollutants, the cost of remediation, clean up, relocation, medical expenses, or any other resulting costs may not be charged to DOE Weatherization and must be covered by another funding source.

2.4 AUDIT (excluded from ACPU)

- 2.4.1 The agency's financial audit to meet [Uniform Grant Guidance](#) requirements is budgeted here. The cost must be cost allocated as per the agency's cost allocation plan.

2.5. PROGRAM OPERATIONS- Program Operation funds must be budgeted at no more than an Average Cost Per Unit (ACPU) of \$8,250 throughout the duration of DHS LIHEAP. Use this budget line item to budget and expense any cost category that used to be within Program Support, including the following:

- 2.5.1. Any salary and fringe for any crew-based Crew Leader, Energy Auditor, QCI, or Retrofit Installer doing work on site in a client home.
- 2.5.2. Funds can also be used for staff salary and fringe for employees within the applicant's WAP program not working directly on installing, auditing, or inspecting work completed in a home, but critical to the completion of the home or grant performance, for example, the Program Manager, Intake or Administrative and Accounting Staff, Executive Director, etc.
- 2.5.3. Salary and fringe for staff attending classroom, conference, or online training can also be charged here IF training funds are exhausted.
- 2.5.4. Labor for any work completed by a subcontractor of any type (another service provider HVAC, roofing, insulation installer, etc.).
- 2.5.5. Transportation expenses used to transport weatherization materials, tools, equipment, and work crews to a storage site and to the site of weatherization.
- 2.5.6. The cost of maintenance, operation, and insurance of vehicles used to transport weatherization materials.
- 2.5.7. The cost of tools and equipment purchases or leases (less than \$5,000 OR those that are greater than \$5,000 that the agency does not wish to amortize) are eligible expenses for this budget line item.
- 2.5.8. The cost of maintenance of tools and equipment is an eligible cost. Tools and equipment purchased with Federal dollars must be maintained as per manufacturer's specifications.
- 2.5.8.1. Please note that the full budgeted/purchase price of these items are immediately calculated into the ACPU.
- 2.5.9. Storage costs of weatherization materials, tools, equipment, and weatherization vehicles are all eligible.
- 2.5.9.1. NOTE: No leases may be pre-paid that exceed the end of the grant period.
- 2.5.9.2. Utility costs at a storage facility or unit only (heat, light, water) are allowable.
- 2.5.9.3. Service providers may use this budget category to retrofit the storage facility.
- 2.5.10. Service providers must submit a request to the Energy Efficiency Quality Assurance Specialist to receive written approval prior to beginning a retrofit of any storage facility.
- 2.5.11. General office supplies can be budgeted here, provided the costs follow a cost allocation plan. Eligible costs may include (but are not limited to): Space rental/lease, utilities, telephone, paper, internet, copier, etc.
- 2.5.12. All materials (calculated as part of ACPU) are eligible to be charged to Program Operations. See [ODOC's Policy and Procedures for Energy Audits](#) for allowable energy conservation measures. Allowable health & safety measures must be charged to health and safety and not to materials.

2.6 HEALTH & SAFETY (maximum threshold of 17% of the ACPU at time of application, additional percent increase may be requested later in the contract period)

- 2.6.2 Health and Safety (H&S) is 17% of the ACPU or \$1,615.00 per home (\$9,500 x 17%). To determine an agency's maximum allowed H&S amount, multiple \$1,402.50 x the number of planned weatherized units for the PY23 program year.
- 2.6.3 Allowable Health and Safety materials (see DOE approved H&S Plan) and the cost of labor to install the materials can be budgeted in this Cost Category.
- 2.6.4 Health and Safety training is NOT an allowable cost under H&S. H&S Training must be charged to the Training budget line item.

2.7 VEHICLE & EQUIPMENT ACQUISITION COST (not immediately calculated into ACPU)

- 2.7.1 Include the full purchase price of a vehicle acquisition in this line item. Be sure to submit a [Vehicle Acquisition Request Form](#) if any funds are budgeted here. A vehicle may NOT be purchased without DOE and ODOC prior written approval.
- 2.7.2 It is important to note that the acquisition cost of any vehicles and equipment over \$5,000 will NOT be calculated into the cost of the ACPU. The amortized cost of the vehicle will be included in the cost of the ACPU when reported monthly on the expenditure reports. Training will be provided.

EXAMPLE PROGRAM OPERATIONS BUDGET CALCULATION

Program Operations Allocation (from Award Letter) - **\$300,000**

$\$300,000 - \$1,000 \text{ (Audit)} - \$5,000 \text{ (Insurance)} = \$294,000$

$\$294,000 / \$9,500 = 31 \text{ homes minimum}$

$35 \times \$1,615.00 = \$50,065 \text{ Health \& Safety Budget (17\% of ACPU)}$

$\$294,000 - \$50,065 = \$243,935 \text{ Materials \& Program Support}$

2.8 Once Program Operations budget calculations have been determined, use Award Letter to determine Administration budget amount.

- 2.8.1 Administrative funds may be used to cover staff and fringe costs (for example, accounting staff, human resources staff).
- 2.8.2 Any other expenditures that are allowable under a different weatherization budget line item may be charged to Administration.
- 2.8.3 Indirect costs are allowed if there is a federally approved indirect cost rate. See [2 CFR 200.414 Indirect \(F&A\) costs](#) for more information.

2.9 Program Outreach

- 2.9.1 Funds are elective – all, some or none of funds may be budgeted as per the table in the Award Letter. Any leftover award in these line items must be budgeted in the Program Operations line item.
- 2.9.2 If the agency plans to use Program Outreach funds, the Outreach Plan must be uploaded with application (see attached for plan guidance).

2.10 Training & Technical Assistance

2.10.1 The Subgrantee may spend up to their awarded Training and Technical Assistance funds. Only the following costs are considered allowable with DHS LIHEAP Training and Technical Assistance funds:

- 2.10.1.1 Registrations, mileage, and other travel costs (approved Federal/State rates only) for any weatherization conferences or trainings in or out of state. Trainings must meet the definitions of Comprehensive or Specific.
- 2.10.1.2 Testing costs for BPI Certifications; travel costs to the training center.
- 2.10.1.3 Travel costs to OWHAC meetings.
- 2.10.1.4 Salary is NOT an allowable DHS LIHEAP training and technical assistance cost.

2.11. Management Plan

2.11.1. The Award Letter includes a minimum number of homes that must be completed for the allocated Program Operations. Complete the Management Plan by listing which counties planned to be served for the program year, the approximate allocation for each county, and the number of homes to be weatherized each month.

2.11.2. Not all counties assigned must be served annually. It is up to each Authorized Regional Weatherization Service Provider to determine the best use of resources and the most effective plan while ensuring that services reach all assigned counties over a period (annually, biannually, every three years, etc.).

2.11.3. Any counties not listed in the County Name column must be listed in the “Provide Justification” box to explain why these counties were not selected for service this year and when they will be targeted for services again (year).

2.12. Uploads

2.12.1. The following documents must be uploaded in the Uploads link in OKGrants:

- 2.12.1.1. If you plan to use Program Outreach funds, you must also upload an **Outreach Plan**. *Use the attached Outreach Plan Guidelines to develop your Outreach Plan.*
- 2.12.1.2. If your agency maintains a separate DHS LIHEAP waiting list (separate from DOE) that has not been submitted to ODOC through the DOE WAPBIL application process, that **Waiting List** must also be uploaded.

2.13. Audit

2.13.1. Complete this form as per the OKGrants instructions.

3. APPLYING AND APPLICATION SUBMISSION INSTRUCTION

1. To respond to this Request for Application (RFA), please go to OKGrants (<https://grants.ok.gov>), under Available Opportunities, to apply for a DHS LIHEAP Grant, after receipt of an Award Letter.
2. Ensure that all the items on the APPLICATION RESPONSE CHECKLIST below have been filled out or uploaded.
3. Applications must be submitted no later than 5:00 pm, Monday, **May 31, 2023**. For any questions related to this RFA or application submission process, please contact the Energy Programs Planner, Kayla Cornett at Kayla.Cornett@okcommerce.gov or 405-215-6240.

APPLICATION RESPONSE CHECKLIST

☐ **OKGrants Forms**

- ☐ Applicant Information
- ☐ Management Plan
- ☐ Detailed Line-Item Budget
- ☐ Audit

☐ **OKGrants Uploads**

- ☐ Program Outreach Plan (if Outreach funds are budgeted)
- ☐ Waiting Lists (if DHS homes are maintained separately and/or have not been previously provided with WAPBIL applications)